

Record Types (Input)

Transmitter (1A) Summary Record - Required

The first record on each file is the transmitter record which contains information identifying the transmitter (person or organization handling the data accumulation and formatting). There will be only one Transmitter Record on each file. The following data elements are required in this record:

Field Position	Field Name	Length	Description and Remarks
1-2	Record Type	2	Enter '1A'.
3-37	Transmitter Name	35	Enter the name of the individual or organization who is transmitting the transactions on this file.
38-72	Transmitter Address	35	Enter the street address of the transmitter.
73-99	Transmitter City	27	Enter the city of the transmitter.
100-101	Transmitter State	2	Enter the transmitter state in abbreviated form. Use the country and state standard abbreviations in the attachment.
102-110	Transmitter Zip Code	9	Enter the transmitter zip code.
111-113	Transmitter Area Code	3	Enter the transmitter area code.
114-120	Transmitter Telephone	7	Enter the transmitter telephone number.
121-155	Transmitter Contact	35	Enter the name of an official contact for the transmitter.
156-164	Transmitter EIN	9	Must be the valid 9 digit number assigned to the transmitter by IRS. Do not enter hyphens, slashes, ALPHA characters, all 9's, or all zeros.
165-172	Coverage Beginning Date	8	This will be the date of the earliest original transaction on the file. It is a numeric 8 digit field in century, year, month, day format (ccyyymmdd).
173-180	Coverage Ending Date	8	This will be the date of the latest original transaction on the file. It is a numeric 8 digit field in century, year, month, day format (ccyyymmdd).
181-188	Transmitter Control Code	8	This is the code assigned by the DCC. This code is also entered on Form 4804.
189-196	Signature Date	8	This is the date of approval of the documents. It is a numeric 8 digit field in century, year, month, day format (transmittal signature date/file creation date).
197-210	Filler	14	
211-220	User Field	10	